

**Approved Minutes of the Maricopa HOME Consortium Public Meeting
February 15, 2018
9:30 a.m.**

Consortium Members Present:

Matt Hess, City of Avondale (Telephonically)
Donita Gaulden, City of Chandler
Melanie Dykstra, Town of Gilbert
Renee Ayers-Benavidez, City of Glendale
Jaime Gonzalez, City of Peoria
Michele Payakovich, City of Scottsdale
Rachel Milne, Chair, Maricopa County

Others Present:

Melissa Galvez, City of Glendale
Raslyn Sleet, City of Glendale
Diane Ethington, City of Scottsdale
Carissa Cyr, Maricopa County
Regina Marette, Maricopa County
Zelia Miranda, Maricopa County

1. Call to Order

At 9:37 a.m., Rachel Milne, the Chair, called to order the February 15, 2018 Maricopa HOME Consortium Public Meeting, held in the Roosevelt Room, at 234 North Central Ave., 3rd Floor, Phoenix, Arizona 85004.

2. Roll Call

Regina Marette called the roll and a quorum was established.

3. Approval of Minutes (1/18/18)

Rachel Milne called for a motion to approve the minutes of the January 18, 2018 monthly HOME Consortium Public Meeting. Renee Ayers-Benavidez motioned to approve. The motion was seconded by Jaime Gonzalez and passed unanimously.

4. 2018-19 CHDO Recommendations

The CHDO Subcommittee Review panel, which consisted of the City of Glendale, the City of Peoria, the City of Surprise, and Maricopa County, met to review the three CHDO proposals for the HOME CHDO 15% set-aside. Regina Marette provided a summary of the subcommittees funding recommendations that ranked Newtown 1st, ARM 2nd, and Trellis 3rd. The panel took into account Newtown's flexibility with the minimum funds requested and, as a result of the funding structure, only the top two ranked proposals are being recommended for funding at this time. The Review Committee proposed several alternative recommendations based on the ultimate funding allocation. If the CHDO allocation is \$500,000, the subcommittee recommends funding Newtown with \$275,000 (above their minimum) and ARM with \$225,000 (their minimum). If the allocation is over \$325,000, but less than \$500,000, the committee recommends funding ARM \$225,000 and Newtown would receive the remaining amount. If the allocation is under \$325,000, Newtown would receive the full amount (15%). If the allocation exceeds \$500,000, ARM would receive \$225,000 and Newtown would receive the remaining amount.

The Trellis proposal raised some concerns with the committee and per Rachel Milne, the County will offer to provide technical assistance in order to assist with future applications in order to allow CHDO projects to expand to the West Valley in the future. Renee Ayers-Benavidez stated the first concern was it appeared there was some uncertainty among the committee that the organization had the required knowledge of the federal requirements when using HOME funds.

Also, there was a serious concern that the finished homes would appraise for more than the maximum per unit homeownership limit given the rising costs of homes and the size of the property proposed. Regina also mentioned the minimum amount requested (\$350,000) was not flexible and according to Trellis the project could not be scaled back.

Rachel Milne called for a motion to approve the CHDO subcommittee recommendations. Melanie Dykstra motioned to approve. The motion was seconded by Michele Payakovich and passed unanimously.

5. Program Year Expenditure Update Report

Regina provided a roll up of the Consortium commitments and expenditures and requested anyone to contact her if there are any questions or concerns. Rachel reminded the committee that the County continues to be short a Grants Accountant and Finance Manager, so IDIS draws may be delayed.

6. Eligible Matching Funds

Regina provided a summary on the HOME match criteria and defined a match source as a non-federal, permanent contribution made to a HOME project or to HOME match eligible housing that qualifies as affordable housing. She covered eligible sources of match, such as cash contributions, proceeds from affordable housing bonds, donated/voluntary labor, sweat equity, and supportive services.

Ineligible matching funds consist of contributions derived from federal funds, owner equity/investments, cash or other contributions from applicants or recipients of HOME funds, or investors proposing to apply for the HOME program.

Renee pointed out that nonprofit general funds are also not eligible. The funds must be a donation from private sponsors and funds are not matched until spent. Matt Hess asked whether or not recaptured funds had to be matched. Only entitlement funds that are required to be matched.

Information on the HOME match criteria can be found at 24 CFR 92.220; CPD Notice 97-03.

7. Announcements

- Carissa reminded the committee that the Annual Plan excel document is due 2/23/18. HUD has released CPD Notice 18-01 which gives guidance for submitting the AAP if allocations are not received by March 15th (HUD allows grantees to delay submission of an AAP until 60 days after the date allocations are announced).
- Regina requested the quarterly performance reports on any open grants that were due 1/15/18 be provided.
- Rachel stated the County has hired a new Grants Accountant and will hopefully introduce her to the committee at the next meeting.
- Rachel provided an update on the 2021 HOME Consortium IGA. The attorney's comments were not ready and if available will be placed on the next meeting's agenda.
- Renee introduced Raslyn Sleet as the new Revitalization Coordinator and Homeless Coordinator for the City of Glendale.

8. Call to the Public

The public had no comment.

9. Adjournment

There being no other business, the Chair entertained a motion for adjournment by Renee Ayers-Benavidez and seconded by Michele Payakovich. The motion passed unanimously. The meeting was adjourned at approximately 10:35 a.m. The next scheduled public meeting will be 3/15/2018.

Respectfully submitted,

Zelia Miranda

Recording Secretary